

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**FOREST FIRE OFFICER**

**JOB DESCRIPTION**

Employees in this job perform a range of forestry activities designed to protect and maintain forestlands, their resources, and structures for environmental, economic, and recreational purposes. Employees prevent, detect, and suppress forest fires.

There are four classifications in this job.

**Position Code Title –Forest Fire Officer-E**

Forest Fire Officer 7

This is the entry level. The forest fire officer performs, in a learning capability, a variety of forestry activities designed to prevent, detect, and suppress forest fires. Employees are developing a body of knowledge related to forest protection methods, procedures, policies, laws, and regulations, and the maintenance and operation of specialized equipment of a forest protection organization.

Forest Fire Officer 8

This is the intermediate level forest fire officer. The employee works in a developing capacity with increased responsibility for performing a range of forest fire officer activities.

Forest Fire Officer E9

This is the experienced level. The employee performs a full range of forest fire officer assignments, and uses considerable independent judgment to interpret and apply guidelines with considerable latitude to specific work situations.

**Position Code Title –Forest Fire Officer-A**

Forest Fire Officer 10

This is the advanced level. The employee serves either as a lead worker responsible for overseeing the work activities of other forest fire officers, or is independently responsible for a field station in a specific geographic area, or is a senior worker performing the most complex forest fire officer assignments. Senior-level employees consistently perform complex assignments beyond those expected at the experienced level, which have been approved by Civil Service.

**NOTE:** Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience. Level distinction is based upon degree of responsibility for fire management activities but may also include forest recreation, pest management, and land management activities.

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### **JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Directs control efforts during fires; plans attacks on fires; establishes communications; recruits and transports fire fighters; and mobilizes equipment.

Coordinates departmental efforts with those of local police and fire officials.

Appraises damages caused by fires.

Investigates fire causes and recommends enforcement action.

Presents testimony in court.

Works on fire research projects in conjunction with state and federal research projects.

Recruits and trains personnel to develop an effective key person organization.

Trains volunteer fire departments in wildfire behavior and wildfire suppression strategy and tactics.

Makes studies relating to forest fires, including causes, locations where fires are most prevalent, and time and season of occurrence.

Completes fire management analysis and prepares necessary summaries and action plans.

During fire season, makes daily analysis of weather conditions to keep informed of fire conditions and to keep suppression forces in readiness to cope with conditions.

Determines conditions under which burning permits may be issued, and issues and controls the issuing of burning permits.

Provides information and literature to the public on fire prevention, camping, recreation areas, and other matters of interest.

Maintains equipment, prepares reports, and reports needs for repairs.

Maintains buildings and grounds at the field station.

Operates a variety of heavy equipment in building roads and bridges in forest areas.

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Prepares and gives talks on fire prevention at schools and before local civic groups, and prepares public displays.

Constructs and maintains truck trails, access roads, snowmobile trails, and campgrounds.

Maintains forest campgrounds, assures that campground rules and regulations are enforced, collects fees, and follows procedures for remitting.

May assist in pest management activities such as participating in scouting for pests and participating in pest control and suppression activities, gathering data, timber sale preparation, and related land management duties as assigned.

Maintains current information on MIOSHA regulations and Health and Safety Standards, and assures compliance by all employees. Does building and vehicle safety inspections, and assures that corrective action is made as required.

Performs related work appropriate to the classification as assigned.

#### **Forest Fire Officer 10 (Lead Worker)**

Coordinates the work of lower-level forest fire officers by scheduling and overseeing work assignments.

Oversees and assures the quantity and quality of work by requiring strict adherence to established methods and procedures.

Explains work instructions and adapts, if necessary, pertinent general methods and procedures in order to meet required needs.

Trains lower-level forest fire officers.

#### **Forest Fire Officer 10 (Senior Worker)**

Performs on a regular basis, forest fire officer activities which are recognized as the most complex.

Plans, develops, implements, and evaluates wildfire protection programs for the field station area.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

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Knowledge of fire behavior and fire fighting and suppression methods and techniques.

Knowledge of investigative techniques regarding the causes of fires and evidence preservation, interviewing techniques, and court presentation.

Knowledge of the operation and maintenance of heavy motorized equipment.

Knowledge of pest and land management methods and techniques.

Knowledge of administration of forest campgrounds, off-road vehicles, snowmobiles, and trail programs.

Ability to be trained in advanced fire management.

Ability to be trained in fire behavior.

Ability to be trained in the strategic and tactical application of fire crews and equipment in wildfire suppression.

Ability to maintain records.

Ability to drive trucks and heavy equipment.

Ability to communicate effectively.

Ability to prepare necessary material and to speak persuasively in front of groups.

### **Working Conditions**

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to be exposed to hazardous work environments.

The work, on a periodic basis, requires strenuous physical exertion for extended periods.

The majority of the work is performed outdoors.

### **Physical Requirements**

Some job duties require an employee to climb ladders.

### **Education**

Educational level typically acquired through completion of high school.

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### **Experience**

#### **Forest Fire Officer 7**

Work experience fighting fires as a member of an organized fire department (state, county, township, municipal, federal, or military) with completion of the Michigan Fire Fighters Training Council's Level I A and B Basic Training Course or equivalent military training course.

**OR**

Two seasonal years of experience as a DNR key person.

#### **Forest Fire Officer 8**

One year of experience as a Forest Fire Officer 7 and division in-service training.

#### **Forest Fire Officer E9**

Two years as a Forest Fire Officer, including one year as a Forest Fire Officer 8.

#### **Forest Fire Officer 10**

Three years as a Forest Fire Officer, including one year as a Forest Fire Officer E9 and division in-service training.

### **Alternate Education and Experience**

#### **Forest Fire Officer 7**

Two years of college with 15 semester (23 term) credit hours in natural resources technology, fire technology, forest technology, or wildlife technology may be substituted for the experience requirements.

#### **Forest Fire Officer 7**

Possession of Incident Commander Type 4 (ICT4) certification may be substituted for the experience requirements.

### **Special Requirements, Licenses, and Certifications**

Employees hired shall be required to pass a physical exam and physical fitness test.

Some positions within this classification may be assigned to job duties that require the incumbent to possess the Commercial Driver's License (CDL), issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated vehicle, with an A or B designation, and an N endorsement with air brake certification.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>
FORFIROFR	Forest Fire Officer

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Forest Fire Officer-E	FFIROFRE	A02-007
Forest Fire Officer-A	FFIROFRA	A02-018

ECP Group 1  
Revised 12/11/00  
EGVLWT/CAG/VLWT